

LAFAYETTE CONSOLIDATED GOVERNMENT
CIVIL SERVICE SYSTEM
705 WEST UNIVERSITY AVE
P.O. BOX 4017-C
LAFAYETTE, LA 70502
(337) 291-8330

TO FILE AN APPLICATION:

Only the first 80 applications received before the deadline will be accepted. Only U.S. citizens registered to vote and non-citizens authorized to work in the U.S. by the Citizenship and Immigration Services (formerly the U.S. Immigration and Naturalization Services) are eligible to be considered for hiring by the Lafayette Consolidated Government. The deadline may be found in the top right hand corner on the front of the application. Applications will not be accepted after the posted deadline. Applications must also include an original signature. Residents who live in the Lafayette area must turn-in their applications at the Civil Service office. If you live outside the Lafayette area, a copy of the required information must accompany the application before it is accepted. In order for an application to be accepted, the following items are required at the time the application is turned in.

1. Proof of voter registration from the parish in which the applicant resides. This may be obtained from the courthouse in the parish in which you reside.
2. Proof of social security number. If you do not have your SS card, your driver's license or anything with your number **printed** on it will be accepted.

The following item may be turned in at any time **before** the test is given

3. Proof of veteran status; DD214. You must show proof of having served 90 consecutive days of active duty and show proof that you were honorably discharged. Any one showing proof will be awarded five points to a passing grade.

If you have any questions, please feel free to contact our office at 337-291-8330.

DEADLINE: First _____ Including Up To _____ City - Parish Employees Received Before: _____ Noon

LAFAYETTE CONSOLIDATED GOVERNMENT

CIVIL SERVICE SYSTEM
705 WEST UNIVERSITY AVENUE
P.O. BOX 4017-C
LAFAYETTE, LOUISIANA 70502
(337) 291-8330

NOTICE:
Resumes will not be
accepted in lieu of
this completed form.

APPLICATION FOR EMPLOYMENT

Fill out this application on typewriter or print in ink. To avoid delay in processing please give complete and accurate information.

THE FOLLOWING IS NECESSARY TO NOTIFY YOU OF EXAMINATION RESULTS AND/OR INTERVIEWS ONLY.

IDENTIFICATION

1. Position applied for: _____
2. Name: _____
LAST FIRST MIDDLE
3. Mailing Address: _____
Number Street Apartment Number
City State Zip Code
4. Phone: _____ DO NOT WRITE IN THIS SPACE
Home # Work #
5. Social Security Number: _____

VP		RES
RV		SS
RI		EC

PERSONAL DATA

ANSWER THE FOLLOWING QUESTIONS BY PLACING AN "X" UNDER "YES" or "NO"		YES	NO	SPECIAL QUALIFICATIONS																		
6. Are you a citizen of the United States?				16. If you have a disability and require some testing assistance, (e.g. enlarged print, etc.) explain on separate sheet of paper and advise Civil Service staff before the test.																		
7. If not a citizen of the United States, are you a registered alien with government permission to work in this country?																						
8. Are you a registered voter of the City or Parish in which you reside?																						
9. Have you in the past worked, full-time or part-time, for the former Lafayette City Government? If yes, state which department.				17. List any licenses, certifications or other professional registrations. _____ _____																		
10. Have you in the past worked, full-time or part-time, for the former Lafayette Parish Government? If yes, state which department.																						
11. Have you previously worked, full-time or part-time, for the Lafayette Consolidated Government? If yes, state which department.				18. If you are applying for clerical work, answer the following: Are you trained or experienced in the following skills: <div style="display: flex; justify-content: space-between;"> <div>Typing</div> <div>Yes <input type="checkbox"/> No <input type="checkbox"/></div> </div> <div style="display: flex; justify-content: space-between;"> <div>Shorthand</div> <div>Yes <input type="checkbox"/> No <input type="checkbox"/></div> </div> List any office machines which you are skilled in operating. <div style="display: flex; justify-content: space-between;"> <div></div> <div>Yes</div> <div>No</div> </div> <table border="1" style="width: 100%;"> <tr><td>Dictaphone</td><td></td><td></td></tr> <tr><td>Copier</td><td></td><td></td></tr> <tr><td>Calculator</td><td></td><td></td></tr> <tr><td>Key Punch Machine</td><td></td><td></td></tr> <tr><td>Personal Computer</td><td></td><td></td></tr> <tr><td>List any other Machines</td><td></td><td></td></tr> </table>	Dictaphone			Copier			Calculator			Key Punch Machine			Personal Computer			List any other Machines		
Dictaphone																						
Copier																						
Calculator																						
Key Punch Machine																						
Personal Computer																						
List any other Machines																						
12. Do you currently work for the Lafayette Consolidated Government? If yes, state which department.																						
13. Within the past 5 years have you been discharged from a position because your work or conduct was unsatisfactory? If yes, explain in item #24 on back.																						
14. May inquiry be made of your present and/or past employer concerning your work record, qualifications, etc.?																						
15. Have you ever been CONVICTED, PLACED ON PROBATION, OR A SUSPENDED SENTENCE, for an offense other than minor traffic violations? (Convictions are not necessarily a bar to employment). If yes, explain in Item #25 on back.																						

THE LAFAYETTE CONSOLIDATED GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER

EDUCATION

19. Circle the last grade of school you completed:

Grade School

High School

List your education since high school including colleges, business, trade, correspondence, and military service schools.

Colleges, Universities and Junior Colleges Attended

NAME AND LOCATION	Date Attended		Credit Hours	Major	Degree and Year
	From	To			

Business or Trade Schools Attended

NAME AND LOCATION	Date Attended		Courses Completed	Date of Diploma or Certificate
	From	To		

Correspondence or Military Courses Completed

NAME AND LOCATION	Length of Course	Courses Completed	Date Completed

MILITARY SERVICE

20. Are you claiming Veteran's Preference? ____ If yes, then complete the following and present your DD214 before taking test.

Branch of Service

Rank at time of Separation

(Army, Navy, etc.)

Date Entered Active Duty Date

Separated From Active Duty

Military Occupation Specialty

Retired Yes ☐ No ☐

Was Service Performed on active Full Time Basis With Full Time Pay and Allowance

Yes ☐ No ☐

21. Experience: Begin with your present or latest position and work backwards. Account for all periods of employment or unemployment. GIVE YOUR DUTIES AND RESPONSIBILITIES IN SUCH DETAIL AS TO MAKE YOUR QUALIFICATIONS CLEAR.

STUDY THE FOLLOWING EXAMPLE:

Place: Frankfort, KY
From: Oct. 19 64 to July 19 69
Month Yr. Month Yr.

Name of Employer:

Commonwealth of Kentucky

Address

Finance Bldg. Auditor's Office

Phone #

233-3333

Kind of Business or Organization

Public Service

Was this a Supervisory Position?

Yes

Name and Title of Your Immediate Supervisor

A.C. Cole - Asst. State Auditor

Reason for Leaving

To Enter Army

Exact Title of Your Position: Senior Auditor

Salary: Starting \$ 910.00 per month, Final \$ 1,099.00

DUTIES AND RESPONSIBILITIES: Made field audits of accounts of state departments or political subdivisions or of persons and business firms subject to taxation or regulation by the State. Made assignments and reviewed the work of assistants; prepared reports in connection with audits made; gave instructions and direction to public officials in connection with approved methods of accounting for public funds. Occasionally testified in courts on matters involving audits completed.

1) PRESENT OR LAST POSITION

Place: _____

Exact Title of Your Position: _____

From _____, _____ to _____, _____
Month Yr. Month Yr.

Salary: Starting \$ _____ per _____, Final \$ _____

Name of Employer: _____

Duties and Responsibilities: _____

Address: _____

Phone # _____

Kind of Business or Organization: _____

Was this a Supervisory Position? _____

Name and Title of Your Immediate Supervisor: _____

Reason for Leaving: _____

2) NEXT PREVIOUS POSITION

Place: _____

Exact Title of Your Position: _____

From _____, _____ to _____, _____
Month Yr. Month Yr.

Salary: Starting \$ _____ per _____, Final \$ _____

Name of Employer: _____

Duties and Responsibilities: _____

Address: _____

Phone # _____

Kind of Business or Organization: _____

Was this a Supervisory Position? _____

Name and Title of Your Immediate Supervisor: _____

Reason for Leaving: _____

3) NEXT PREVIOUS POSITION

Place: _____

Exact Title of Your Position: _____

From _____, _____ to _____, _____
Month Yr. Month Yr.

Salary: Starting \$ _____ per _____, Final \$ _____

Name of Employer: _____

Duties and Responsibilities: _____

Address: _____

Phone # _____

Kind of Business or Organization: _____

Was this a Supervisory Position? _____

Name and Title of Your Immediate Supervisor: _____

Reason for Leaving: _____

22. List volunteer experience here:

4) NEXT PREVIOUS POSITION

Place: _____

Exact Title of Your Position: _____

From _____ , _____ to _____ , _____
Month Yr. Month Yr.

Salary: Starting \$ _____ per _____ , Final \$ _____

Name of Employer: _____

Duties and Responsibilities: _____

Address: _____

Phone # _____

Kind of Business or Organization: _____

Was this a Supervisory Position? _____

Name and Title of Your Immediate Supervisor: _____

Reason for Leaving: _____

REFERENCES

23. List three persons (do not list relatives or people who have worked for you) who have definite knowledge of your qualifications and fitness for the position for which you are applying.

FULL NAME	ADDRESS (Complete)	PHONE NO.	BUSINESS or OCCUPATION

REMARKS

24.

25.

26.

YOU MUST SIGN APPLICATION

I certify that all statements made in this application are true, complete and correct to the best of my knowledge. I realize that any misrepresentation herein may cause my application to be rejected, my name removed from the employment list, or I may be subject to dismissal from the employment of the Lafayette Consolidated Government.

Signature

Date

LABORER I

PURPOSE AND NATURE OF WORK

Purpose of work is to complete routine assignments and tasks, often in unpleasant surroundings and weather. Work requires performing manual labor requiring little or no manipulative skill or previous experience. Incumbents work under the immediate supervision of an employee of a higher class; however, tasks can be easily learned and then they can be performed with only general supervision.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Mows grass using a hand or power mower; plants and removes trees; cleans grounds and assists in the care of shrubs, flowers, and other plants. Helps clean and maintain recreational facilities, play areas, streets, and rights-of-way. Hauls and spreads dirt using hand tools; digs and backfills ditches, trenches, and post holes; grades ditches using hand tools; cleans drains and catch basins. Spreads shell on the shoulders of open-ditch streets; sweeps loose dirt from pavement before asphalt patching is laid; fills asphalt hopper; shovels asphalt into pot holes; rakes, rolls, and tamps asphalt; cuts grass in ditches; and picks up trash along streets and in ditches. Mixes mortar for manhole construction and repair; assists with laying and repairing water and sewer lines and manholes; breaks concrete; cleans sewer lift stations. Assists with testing fire hydrants and valves.
Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Some knowledge of standard hand tools.
Ability to understand and follow simple oral and written instructions.
Ability to get along with fellow employees and superiors.
Ability to lift and move heavy objects and to perform other heavy physical work.

DESIRABLE TRAINING AND EXPERIENCE

Some experience in performing manual work; or any equivalent combination of training and experience.

RECRUITING INFORMATION

The following information does not become part of your application for employment. Your answers will neither help nor hinder your chance for employment with the Lafayette Consolidated Government. They do, however, help us to assess our recruiting efforts, as well as to monitor the progress of our Equal Employment Opportunity Program. Therefore, we ask your cooperation in providing the following information. Thank you.

1. DATE OF APPLICATION: _____
month day year
2. NAME: _____
last first middle initial
3. SOCIAL SECURITY NO: _____
4. BIRTH DATE _____
month day year
5. JOB APPLIED FOR: _____
6. SEX (Please Check): _____ Male
_____ Female

**7. HOW DO YOU DESCRIBE YOURSELF IN TERMS OF THE FOLLOWING GROUP?
PLEASE CHECK.**

- _____ A. American Indian (including Aleuts and Eskimos)
- _____ B. Black/African-American/African
- _____ C. White/Caucasian/European/Middle Easterner
- _____ D. Hispanic/Chicano/Puerto Rican/Mexican American/Latin American
- _____ E. Oriental/Asian American/Pacific Islander
- _____ F. Disabled as defined by the Americans with Disabilities Act

8. HOW DID YOU HEAR ABOUT THE JOB FOR WHICH YOU APPLIED? PLEASE CHECK.

- _____ A. Lafayette Daily Advertiser
- _____ B. Out-of-town newspaper
- _____ C. Professional journal
- _____ D. Radio
- _____ E. Civil Service bulletin board
- _____ F. Present city-parish employee
- _____ G. University Placement Office
- _____ H. Louisiana State Employment Office
- _____ I. Other

Please Read The Following Information

LAFAYETTE CONSOLIDATED GOVERNMENT

NOTICE TO APPLICANTS

PRE-EMPLOYMENT DRUG TESTING

The LAFAYETTE CONSOLIDATED GOVERNMENT has a policy prohibiting the possession, distribution, use, consumption, or being under the influence of, alcohol or illegal or unauthorized drugs or other unauthorized, controlled substances, in order to provide a safe and healthful environment for employees, visitors and members of the general public. Therefore, those applicants selected for employment with the LAFAYETTE CONSOLIDATED GOVERNMENT will be required to submit to a urine drug screen test and shall be dropped from consideration of employment if the testing results indicate a detectable amount of illegal or unauthorized substances or an alcohol level in excess of 0.04.

Individuals who have been disqualified due to positive test results shall be ineligible to reapply for work with the LAFAYETTE CONSOLIDATED GOVERNMENT for a period of two years after having been dropped from consideration. Upon reapplication, those applicants must show proof of their completion of a reasonable drug and alcohol treatment or counseling program.